

Office of
SELECTMEN
148 Peck Street
Rehoboth, MA 02769



Tel.: (508) 252-3758
Fax: (508) 252-5342

“In House” Job Posting Treasurer’s Office TEMPORARY PAYROLL/OFFICE CLERK

The Town of Rehoboth seeks qualified applicants for a temporary position as a Payroll/Office Clerk in the Treasurer’s office. The applicant should be an energetic, ambitious, reliable and motivated team player. Applicant will perform a variety of routine and confidential clerical, bookkeeping, and administrative work for the Treasurer’s office. Applicant will compile payroll data to maintain payroll and employee records. Acts on behalf of the Town Treasurer in his/her absence.

Essential qualifications for the position are, graduate from an accredited two year college or university with a degree in accounting, finance, business, or a closely related field, and knowledge of payroll.

Applications and job description are available on the town’s website www.rehobothma.gov or please call the Board of Selectmen’s Office to request a copies. Applications and resumes will be accepted until **Friday, August 16, 2021 by 12:00 p.m. or until position is filled.**

Affirmative Action/Equal Opportunity Employer

Date Posted: July 16, 2021

Posted at:
Police Dept.
Library
Highway Dept.
Town Hall
Transfer Station
Town Website